



Assistant Controller - The Beach Club

An Extraordinary Opportunity in Sought-After Palm Beach, FL

This is a very rare opening in Palm Beach, FL. The Beach Club is located in the quaint and luxurious surroundings of the Town of Palm Beach – home to nationally prominent and historical figures in America, including two Presidents. The Club is located along 300 feet of pristine private beach directly on the Atlantic Ocean along Billionaire’s Row. Operations span 73,000 square feet of breathtaking and newly- renovated venues (\$52M in improvements).

Approximately 750 families enjoy a multitude of resort-style amenities, with an ocean-beach, saltwater pool, croquet, fitness, and tennis. Our F & B operations are extensive and include first-class restaurant and catering venues. Gross sales of the Club exceed \$16M. Extensive membership services at a five-star level is the hallmark of our offerings.

The Club enjoys a lengthy waiting list and is a highly sought after destination for an exclusive clientele

he Beach Club is considered an exceptional club by being elevated to the #22 Platinum City Country Club in the United States in 2022. We were awarded a Platinum Club of the World Award for the first time in the history of the club in 2023. Our most recent distinction was The Distinguished Club Award which was awarded to the club by Boardroom Magazine in 2024.

The Beach Club Assistant Controller: This position plays a vital role in the financial management and operational success of the organization. Reporting directly to the Controller, the Assistant Controller is responsible for assisting in overseeing the club’s financial activities, ensuring compliance with accounting principles, managing internal controls, and providing financial analysis and reporting to support strategic decision-making.



Distinguished Club
from BOARDROOM magazine



A Platinum Club® of the World
★★★★★



★★★★★
A Platinum Club® of America

This is a rare opportunity for a polished professional who understands the private club industry and is looking for a long-term relationship. Many incumbent managers at TBC measure their longevity at the Club in decades, yet have successfully led the Club through major transformations over just a few short years. All bring a sense of energy, interest, and creativity to the workplace. Leadership by example and a highly positive approach is required.

- With approximately 125 employees, The Beach Club has a winning-team in place which offers an array of support to make daily work-life enjoyable and rewarding. This is the perfect chance to join one of the highest quality operations in Florida. The individual we seek has these traits
 - Strong Organizational Skills and Detail Oriented
 - Critical thinker, Analytical, Team-player, Driven, Self-Motivated
 - Confident, Articulate, Responsive, Caring, and Knowledgeable
 - Impeccable personal standards – works extremely well with others
 - At-ease working within the luxury market



Quick Reference Guide:

Functional Areas:

- Monthly Billing and Receivables activities
- Internal controls and policies
- Financial Statements, Records and Budgeting
- Capital Asset Funding, Processing & Management
- Year-end activities: Tax filings, Audit reports
- JONAS or other club software

Compensation:

- Pay: negotiable and commensurate with experience
- 401(k) with employer matching program
- Full suite of insurance options:
Dental/Vision/Health/Life/Supplemental plans
- Paid time off, Vacation and Holidays
- Monday to Friday- Weekends as needed
- Bi-Yearly Bonus

To Apply: Send your detailed letter of interest and credentials in confidence to GM@THEBEACHCLUB.NET and include "Assistant Controller-2024" in the Subject Line.

For additional information about our property, visit www.thebeachclub.net.

No phone calls accepted



Assistant Controller

PALM BEACH, FL

The Beach Club is a premiere oceanside private club, situated steps from the Atlantic Ocean on historic Palm Beach Island. The club proudly showcases outstanding clubhouse, pool, beach, croquet, tennis, dining, social, and entertainment activities which provides its Members, Families, and Guests with first-class social and recreational amenities in an understated, yet luxurious, environment.

The Club just completed a major renovation project that lasted over a year. This work (Phase VI) follows in the path of approximately \$52M in improvements in the past several years. Nearly the entire facility has been updated and provides a stunning backdrop and oasis for its 750+ member families to enjoy life in Palm Beach.

This is a tremendous opportunity to work in one of the most sought-after club and resort communities in America and to be part of a team comprised of long standing, well-regarded professionals. The Club has a desire to add the Assistant Controller position in order to add consistency, efficiency with up to date accounting procedures and encompassing new innovative ideas and processes to enhance member services to coincide with the incredible transformation of the facilities.

THE BEACH CLUB

One of a very few oceanfront clubs in south Florida, The Beach Club on Palm Beach Island is full of history. The Club, which originally opened as the Coral Beach Club, first opened its doors in 1941 and has always been synonymous with a relatively informal and fun environment. The Beach Club is a club for all seasons and has keeps its doors open twelve months out of the year while many other clubs in the area close for the slower summer months.

In 1970, with the financial contributions of “The Founders”, The Beach Club opened its doors where the original Coral Beach Club sat and since that time has established itself as a premiere private club. The 73,000 square foot clubhouse proudly boasts an Ocean Room and Ocean Lounge overlooking the deep blue of the Atlantic Ocean, and features the charming sun-filled Garden Terrace, and the Beach Club Pool Deck surrounded by swaying palm trees in addition to other dining and banquet venues.

In 2015, a major capital improvement project began and included replacement of the Club’s five tennis courts with a state-of-the-art underground hydro system and a new seawall in preparation for the upcoming pool construction project. In the Spring of 2016, the largest renovation in the history of the Club commenced and the new 11’ deep, heated salt-water pool design was careful to preserve the classic lines of Palm Beach and provides many new amenities for the membership including a family area with deep wide steps for younger swimmers and a computerized interactive water feature for children – the first of its kind on Palm Beach. A now very active pool bar was added and provides yet another valuable and relevant amenity that has driven greater member usage since its opening.

The summer of 2018 saw additional improvements at The Beach Club with the Fitness Center and Locker Room renovations as well as complete replacement of their extensive Banquet Kitchen. In 2019, the vast banquet areas (with capacities reaching 600+) and overlooking the Atlantic Ocean on the 2nd floor, were completely gutted and revamped to the highest of standards. Today, a complete renovation of the first-floor restaurants, private dining, and bar areas just opened in May 2023. A complete replacement and expansion of another critical kitchen is included. A completely new outdoor dining Terrace overlooking the Pool is also being built.

Coinciding with the above capital improvements, there was a major reorganization of the internal operations. This included complete revamping of the Club's F & B program, implementation of a Governance Program, modernization of the back-office operations, realignment of staffing, and a host of other operating improvements. A nationally recognized Croquet Pro was also added as a new service to the members. The Club enjoys a new international internship and seasonal worker program, which has experienced wide acceptance by the membership. The Club intends to continually provide premiere facilities that are attractive, functional, comfortable, and well-maintained. The modernization and upkeep of its facilities is therefore one of the primary objectives of the budget planning process.

The Beach Club is an exclusive and treasured asset designed to satisfy the unique needs of its discerning membership through the generations. It is the ultimate goal of the Club to increase enjoyment of its membership year after year, and with the significant investment being made to its amenities, along with the expectation of a very positive impact from a new Assistant Controller that is passionate about streamlining and building consistency within the accounting department.

Through all of these efforts, The Beach Club is considered one of the finest and most attractive private Clubs in the region. The joining-fees have more than quadrupled and there is a historic number of members-candidates on the application list. The caliber of weddings, events, and private parties has reached unprecedented levels.

THE BEACH CLUB KEY FINANCIAL INFORMATION:

- Presently, there are approximately 721 Regular Members and 52 Junior Members
- Initiation Fee: \$250,000
- Annual Charges: \$10,600 plus \$1,200 Capital dues (there is No Food Spending Minimum)
- Gross revenues of approximately \$13M (plus \$3M in new member capital contributions)
- Annual Dues volume is approximately \$7.6.0M
- Food and Beverage volume of approximately \$3.3M
- Food and Beverage revenue: 60% ala carte – 40% banquets
- The Club is organized as a not-for-profit 501(c) (7) corporation
- The average member age is 63
- There are approximately 85, full-time year-round FTE employees, which expands to a total of approximately 125 employees during the peak season
- 3 croquet courts
- 5 Tennis courts recently converted to an underground irrigation system
- Full Fitness and Aquatics programming

Summary:

The Assistant Controller is entrusted to aid the Comptroller in Club, to provide backup for the Controller. Responsible for keeping accurate records, aiding in establishing procedures to ensure proper internal controls, and maintaining a high level of integrity in the operation.

The Assistant Controller supports and works closely with Controller to generate and analyze the Club records and reports. This position supervises the accounting staff.

REQUIREMENTS AND PREFERENCES:

- Bachelor's degree in accounting, finance, or related field and/or related experience
- Five to seven years of accounting experience required, and at least two years supervisory experience preferred.
- Proven knowledge in accounting policies and procedures, annual audit, financial management and financial reporting functions required.
- Working knowledge of Microsoft products (Word, Excel, PowerPoint, Outlook, and Access) with advanced knowledge of Excel and PowerPoint.
- Demonstrated ability to communicate effectively verbally and in writing.
- Experience maintaining the highest standards for integrity and personal and professional excellence.
- While performing the duties of this job, the employee is regularly required to sit for an extended period of time, working at a computer
- Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.
- To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently.
- Knowledge of accounting software packages & JONAS accounting package are required for this position.

PRIMARY DUTIES

- Oversee the accurate accounting of fixed assets and/or programs pertaining to fixed assets.
- Maintain accuracy of all books and records relating to the general and overall nature of the Club to include member and financial books and records.
- Assist the club Controller with coordination of internal and external audits, creating and maintaining accounting policies and procedures, and maintaining accounting and audit controls for all operations.
- Assist in management of inventory accuracy and reconciliation.
- Assist in overseeing all Accounts Receivable/Payable functions.
- Cash Management - Manages daily balances between accounts, prepares & processes transfers and the transfers of payroll funds and updating payroll distribution to the general ledger.
- Approve all Cash Requirements prior to payment processing.
- Manage deferred revenue schedules and recognition, assist with the preparation of required government reports, returns, and taxes.
- Assist Controller in the creation and posting of journal entries necessary for the preparation of financial statements.
- Assist with the preparation and distribution of financial statements and analysis.
- Working with to develop financial goals and plans.
- Preparation of various reports and analyses for management review.

- Work with Controller, General Manager, and department heads in budget preparation and budget monitoring.
- Assist in the management of the Club cash accounts, cash requirements, transfer of funds, and overall general maintenance.
- Responsible for the reconciliations of the Club bank accounts.
- Generate Payroll statements and Payroll reports for the Controller to reconcile the Payroll Account.
- Prepare and reconcile all Membership transactions for the Club.
- Manages all inter-company expenses and shared costs.
- Manages the preparation and processing of 1099's.
- Knowledgeable and able to integrate seamlessly with payables and receivables responsibilities
- Contact and relationship manager for Credit Card Processing at POS and on through Website.
- Responsible for the management and control of all ACH and EFT payments from all entities.
- Accounting staff management, training, performance evaluations.
- Ensure timely and accurate recording of all transactions.
- Prepare timely monthly and annual financial statements and reports.
- Assist in preparation of annual budget and forecasts.
- Reports matters of significance concerning club's finances to the Controller/CFO and various Department Heads
- Assist in variance analyses of actual results to budget and prior year.
- Oversee all accounting functions including, but not limited to, Accounts Receivable, Accounts Payable, Member Collections, Cash Management, Inventories, Fixed Assets, etc.
- Coordinate with and assist in the annual external audit process.
- Assist with the preparation, maintenance, and valuation of Club investments
- Assist in organization, processing and completion of Month's End Numbers.
- Additional tasks as assigned by the Controller.

Benefits Package

- Pay: Salary is negotiable and commensurate with experience
- 401(k) an employer matching program
- Full suite of insurance plans:
 - Dental/Vision/Life/Health/Supplemental
- Paid time off, Vacation, Holidays
- Monday to Friday, occasional weekends as needed
- Bi-Yearly Bonus

Please submit, by email, your professional resume and a comprehensive cover letter explaining your "fit" for this position to Robert Morris, General Manager GM@THEBEACHCLUB.NET and use "Assistant Controller-2024" in the subject line.

The Beach Club, Inc., 755 N County Rd, Palm Beach, FL 33480. NO PHONE CALLS.